



Deputy Director
for Administration

DDA 85-0114/1

11 January 1985

STAT

NOTE FOR:

SUBJECT: Classroom Space

REF: OL 2005-85 re same subj

Pam,

Thanks for the info on OTE and OS requirements. We should remember that we must give back OCR's space that was recently acquired for language training. Second, I have problems with OS having to do their training in the New Building. Wonder what is wrong with using since that will be our new university.

STAT

STAT



Harry

STAT

DDA/HEFitzwater:kmg (11 Jan 85)

Distribution:

Orig - Adse (by hand)

- 1 - DDA Subj w/bkgd-ref (DDA 85-0114)
- 1 - DDA Chrono
- 1 - HEF Chrono

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Classroom Space Requirements for the New Building (U)

FROM:

[Redacted]
New Building Project Office, OL
3E40 Hqs

EXTENSION

NO.

OL 2005-85

DATE

10 JAN 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
EO/ 7D24 Hqs

10 JAN 1985

[Signature]

2. ADDA

10 JAN 1985

[Signature]

3. DDA

10 JAN 1985

[Signature]

4.

5.

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10.

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12.

13.

14.

15.

DD/A Registry
85-0114

CONFIDENTIAL

10 January 1985

Note for: DDA

From:

[redacted]
New Building Project Office, OL

Subject: Classroom Space Requirements for the
New Building (U)

Mr. Fitzwater ~

Attached is a copy of OTE's response to classroom space requirements for the New Building.

In a followup call to [redacted] to confirm the attachment, I was told that no components will have their own classrooms.

I have informally told the components this. A few of them have already expressed their concern and said they would be going to you since they felt OTE did not address their needs. I thought you should be aware of this before they start calling you.

If you need any further information, please call.

cc: D/OL

Attachments:

- A. C/AO/OTE 09Nov84 Memo
to OL/NBPO
- B. D/OS 29Oct84 Memo to
D/OS Attn C/AD/OS

OL 2005-85

Unclassified When
Separated from Attachments

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09 NOV 1984

MEMORANDUM FOR: New Building Project Officer

25X1 FROM: [REDACTED]
Chief, Administrative Officer, OTE

SUBJECT: Classroom Space - New Building

1. This is in response to your request that a review be conducted of the various Agency requests for training space in the new Headquarters building.

2. Following several discussions with most of the requesters, it is quite apparent that each office would like to have a designated and separate classroom. However, most reluctantly understand that there will be insufficient space available in the new building for every office to have its own classroom.

3. During the review of the requirements it was quite obvious that the original space requests were well developed, and looked at present and future requirements for training space (see memo from the Office of Security). In only one instance have I questioned the requirement which is based on the assumption that the Agency will give up the Ames building. This would result in a requirement for space in the Headquarters building to administer the applicant typing and shorthand test. I have not included this requirement in this package on the assumption that the Agency will probably continue this recruitment and testing activity in either Rosslyn or some other location near public accommodations and transportation.

25X1 4. Another recent development that might assist in meeting future training space requirements is the availability of certain facilities [REDACTED]. The Office of Training and Education is planning on opening four to six classrooms in [REDACTED]. This should allow some flexibility beyond the requirements for space in the new Headquarters building.

25X1

5. The space requirements in the new building are based on the following assumptions:

- a. 1A07 will remain an OTE designated classroom;
- b. GA-13 will remain an Office of Security designated classroom/meeting area; and
- c. all areas currently set aside for part-time language training and the Self-Study Center will remain so designated.

Regarded Unclassified
when separated from
Attachment.

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SUBJECT: Classroom Space - New Building

Considering the foregoing, I believe the following classroom space requirements in the new building will meet the stated training space requirements in the new building:

- a. Two (2) classrooms covering approximately 1200 square feet, i.e. 30' x 30', with a projection booth area located between the two rooms.
- b. Two (2) classrooms covering approximately 500 square feet 20' x 25'. These two rooms will be completely automated with terminals to conduct data processing type training for a number of Agency officers.
- c. Ten (10) small rooms (10' x 15') to conduct the part-time language training program in the Headquarters area. This program cannot be conducted outside the Headquarters building as the students can only be available for one to two hours at any given time. There are between 350 - 400 Agency employees in this program at any given point in time.
- d. One room of approximately 1800 square feet to accomodate the Self Study Center. This is slightly larger than the space previously occupied by the Center, but with the advent of Computer Based Training (CBT) we foresee the need to add to capability in the near future.

6. If you have any questions please contact me

**Attachment
As stated**

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29 OCT 1984

MEMORANDUM FOR: Director of Training and Education

ATTENTION: Chief, Administration Division

25X1 FROM:
Director of Security

25X1 SUBJECT: Justification of Requests for Classroom Space
for the Office of Security in the New Office
Building (NOB)

25X1 1. In response to your verbal request, this memorandum provides justification for the classroom space requested by the Office of Security in the New Office Building. According to your telephonic instructions, this justification will include the kind of training requirements the classroom will support; how many times per year, month or week the classroom will be in use and the number of students that will be accommodated at each session.

25X1 2. The Security Education Group requests classroom space for its sole use to accommodate as many as 30 students and five instructors at a given time. Although class size will vary from 15 to 30 students, depending on the course, the space must be provided for the maximum number of students. It is requested that the room be 450 square feet in size.

25X1 3. This classroom should be equipped with an audio visual (AV) room with projection capability into the classroom. The AV room must be of sufficient size to accommodate the storage of several AV rollaway units, slide projector units, tape and slide storage, a work and projection area as well as storage for portable chairs, tables and miscellaneous classroom equipment. This AV room should be located at the rear of the classroom for storage and projection capabilities. The room should be 250 square feet in size. The square footage for both the classroom and the AV room will total 700 square feet. The classroom/AV room will be used exclusively by the Security Education Group and will service the following training courses each year:

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

C O N F I D E N T I A L

- Four Security Officer's Training Programs (SOTP) of four weeks duration each, which take place at approximately 2-month intervals.

- Four Special Agent's Training Classes (SATC) of five weeks duration each, which take place at approximately 2-month intervals, and which immediately follow each SOTP.

- Orientation Courses for the Special Protective Officers which are given monthly and last one week.

- Clerical Orientation to the Office of Security of one-day duration given four times a year.

- Ad hoc courses for senior OS secretaries, field accountability courses and other courses account for much of the remainder of the time in a given year.

- Protective Operations Course for the DCI Security Staff of one-week duration given two times a year.

4. The Information Systems Security Group (ISSG) had requested classroom space. Upon review of their requirements, that request is withdrawn. ISSG does have need for classroom space to accommodate 25 to 30 students in a room outfitted with computer equipment. ISSG runs about 6 courses a year of one-week duration. These courses are given at two-month intervals. ISSG will rely on the Office of Training and Education in conjunction with the New Building Project Office to accommodate this requirement with the planned general classroom space in the NOB. ISSG courses must be scheduled with predictability every two months and cannot be accommodated on a first-come, first-served basis.

5. The Overseas Security Support Branch (OSSB) has requested classroom space in the NOB. Upon review of their requirements that request is withdrawn.

6. If there are any questions regarding these requirements, please address them to

C O N F I D E N T I A L